



JOB POSTING AND POSITION DESCRIPTION

Van Buren County Courts Vision Statement:

We will lead and serve together with integrity, vision, and innovative thought.

POSITION: Judicial Assistant

POSTING DATE: July 26, 2016

DEPARTMENT: Circuit / Probate Court

POSTING DEADLINE: August 2, 2016

SALARY / GRADE RANGE: R23 \$17.51/hr (full time – 37.5 hrs/wk)

FLSA STATUS: Exempt

PURPOSE: The purpose of this position is to provide administrative support to the Circuit Judge, Kathleen M. Brickley. This position monitors case flow management and schedules hearings, motions, trials and other proceedings as needed. This position is also responsible to record court proceedings and provide other courtroom support as directed.

ABILITIES, KNOWLEDGE, AND SKILLS:

- Must possess excellent verbal and written communication skills.
- Must be able to operate basic office equipment such as PC, keyboard, calculator, printer, multi-line telephone, fax machine, photocopier, scanner, etc.
- Must be proficient in the use of Microsoft Office programs and must possess excellent keyboarding skills.
- Must be able to learn and use industry specific software and all other software applications used in the course of performing all job related functions.
- Must be able to read and analyze, appraise, and organize court orders, statutes, procedures, guidelines, policies, and court rules.
- Must be able and willing to stay current with technology changes including the use of new software, hardware, and any related updates.
- Must have demonstrated ability to deal with a high volume of customers in a courteous and professional manner.
- Must communicate in a professional manner with case parties, attorneys, judges, co-workers, and others.
- Must be able to prioritize and manage the demands of a large number of court cases.
- Must be able and willing to attend trainings for professional development.
- Must be able to perform job responsibilities and provide customer service in a bias-free manner.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator / adding machine, printer and copier. Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds. Tasks may involve extended periods of time at a keyboard or workstation.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs public reception / liaison duties. Screens and routes telephone calls, provides information to callers and visitors or refers to appropriate person or agency, takes and relays messages. Screens written communications and processes requests to the Judge.



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2. Types Judge's orders, opinions, correspondence, memos and other materials from written and oral instructions. Composes routine correspondence, etc. for the Judge's approval / signature. Proofs and edits written materials for accuracy and completeness.
3. Schedules hearings, motions, trials, pre-trials, conferences, appointments, meetings and other proceedings. Completes docket forms and notices. Distributes schedule and notices. Tracks case progress to disposition. Tracks cases set for trial.
4. Prepares and reviews statistical reports related to caseload management.
5. Prepares Judge's files for hearings on assigned cases. Pulls court files from Clerk of Court's office for scheduled proceedings.
6. Notifies Clerk of Court regarding need for jury members. Assembles jury instructions and verdict forms as needed.
7. Prepares assignments, reassignment and/or disqualification orders for Circuit Court files and State Court Administrative Office.
8. Records hearings as needed in courtroom and at offsite location.
9. Performs other administrative support / clerical duties as assigned.

QUALIFICATIONS & EXPERIENCE:

High school diploma or equivalent, vocational/technical training for administrative support; Two years of experience in a legal setting or any combination of education and experience that provides equivalent knowledge, skills and abilities.

SUPERVISION:

This position reports to the assigned Judge in collaboration with the Court Administrator.

OTHER REQUIREMENTS:

The individual in this position is an at-will employee and serves at the pleasure of the Circuit Judge. Employment is dependent on background check, criminal history and fingerprint check, and drug screen. Applicant must complete County application form.

Send Applications To: Van Buren County Administration Building
219 E. Paw Paw Street, Suite 201
Paw Paw, MI 49079

Applications are available from Human Resources Division
Phone: (269) 657-8253
Website: www.vbco.org/humanresources.asp

Van Buren County Government is An Equal Opportunity Employer